

LOGISTICS TRAILER MOBILIZATION/DEMOBILIZATION  
STANDARD OPERATING GUIDE

EFFECTIVE DATE

REVISION DATE

11/13/06

11/7/06

PAGE 1 of 1

**Objective:**

The following Standard Operating Guide provides assistance for communities and state agencies when utilizing the logistics trailer, hereinafter known as “trailer”.

**Applicability:**

This guide applies to all personnel utilizing the trailer.

**Mobilization:**

- 1) Position the trailer in an appropriate location (i.e., uphill, upwind, on level ground, etc.).
- 2) Place wheel chocks around trailer wheels to prevent trailer movement.
- 3) Raise jack stand in front of the trailer to disconnect trailer from vehicle hitch.
- 4) Lower stabilization feet on the back corners of the trailer.
- 5) Remove safety chains and electrical plug.
- 6) Move the tow vehicle away from the trailer.
- 7) Adjust front jack stand accordingly to level the trailer.
- 8) Unlock back door, open slowly and lower to the ground.
- 9) Unlock side doors, open and latch to hooks on side of trailer.
- 10) Locate trailer binder for operational procedures, next to refrigerator at front of trailer.
- 11) If generator is needed, locate instruction manual in binder on how to operate it.
- 12) If shore-power is needed, electrical cord is located at the front of the trailer.

**Demobilization:**

- 1) Complete inventory form indicating number of items used (form is located in trailer binder).
- 2) Reload trailer, according to map layout posted on trailer walls near the side doors. Ensure the trailer binder is replaced if taken out of the trailer.
- 3) Close, secure and lock all trailer doors.
- 4) Connect trailer, chains and trailer electrical cord to tow vehicle.
- 5) Remove wheel chocks and store them in the trailer.
- 6) Raise and secure stabilizer feet at back corners of the trailer.
- 7) Lower jack stand in the front of the trailer.
- 8) When trailer has been demobilized, contact HSEM Operations Section at 271-2231 to pick up the trailer.

Issued by the order of \_\_\_\_\_ on \_\_\_\_\_  
Christopher Pope, Director Date